



The Workbook

Every tool from *Focus That Fits*, with room to write. A companion to the book by Pedro Soares.

HOW TO USE IT

Print it on A4 paper, double-sided if you prefer. You don't have to fill everything in at once — each exercise belongs to a chapter and makes most sense right after you've read it.

Write by hand whenever you can. The point isn't to produce a tidy record, it's to leave the answer somewhere you can read again.

If an exercise doesn't fit your week, skip it. A half-used workbook is worth more than a complete one you abandoned.

What's in here

Each exercise belongs to a chapter of the book and makes most sense right after you have read it.

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CHAPTER 1

Plenty of motion, little to show for it. And it isn't effort.

EXERCISE

A diagnosis of the real week

Sample entry — Morning: spent 35 minutes switching between messages and news. Category: M. What changed afterward: getting back into the main task was harder.

Morning

What did I actually do?

Category (M / U / P)

What changed afterward?

Midday

What did I actually do?

Category (M / U / P)

What changed afterward?

Afternoon

What did I actually do?

Category (M / U / P)

What changed afterward?

EXERCISE

At this stage, progress means...

At this stage, progress means...

An action of up to 20 minutes that makes that sentence more true

CHAPTER 2

You weren't born without focus. You just never decided on it.

EXERCISE

The distraction map

Record three to five interruptions over two days. Repeat the block below for each one.

Interruption 1**Time of day**

What interrupted?

Source (external / internal)

What was I trying to avoid or resolve?

Possible return

Interruption 2**Time of day**

What interrupted?

Source (external / internal)

What was I trying to avoid or resolve?

Possible return

Interruption 3

Time of day

What interrupted?

Source (external / internal)

What was I trying to avoid or resolve?

Possible return

EXERCISE**My focus boundary for tomorrow****Length of the session**

Place

Visible action I'm going to take

I'll consider the session finished when...

Predictable distraction

If it comes up, then I'll...

Whatever gets left out will be recorded in...

CHAPTER 3

Three priorities. That's what your attention holds at once.

EXERCISE

The choice matrix

Score each criterion from 0 to 3, following the scale in the chapter — 0 is the minimum, 3 the maximum. Add the four scores: the total runs from 0 to 12. Repeat the block for each candidate you want to compare. In a tie, decide by the real deadline.

Candidate 1**Name of the candidate**

Impact (0–3)

Real deadline (0–3)

Unblocks other things (0–3)

Available energy (0–3)

Total and decision

Candidate 2**Name of the candidate**

Impact (0–3)

Real deadline (0–3)

Unblocks other things (0–3)

Available energy (0–3)

Total and decision

Candidate 3**Name of the candidate**

Impact (0–3)

Real deadline (0–3)

Unblocks other things (0–3)

Available energy (0–3)

Total and decision

EXERCISE**My rule of three priorities****This month****Priority 1**

Priority 2

Priority 3

This week

Priority 1

Priority 2

Priority 3

Tomorrow**Priority 1**

Priority 2

Priority 3

For each of tomorrow's priorities

What's the minimum version that still counts?

Which non-priority task will I let wait?

CHAPTER 4

Intention doesn't become action on its own. What's missing is a step, not motivation.

EXERCISE

The intention converter

Reference examples: result — send the first version of the proposal; visible next step — open the file and write 5 lines; duration — 25 minutes, no messages; "good enough" criterion — objective, audience, 3 deliverables, and 1 open question.

Result I want to produce

Why this matters now

Current stage

Visible next step

Length of the first session

"Good enough" criterion

Likely blocker

Recovery plan

CHAPTER 5

Stop fighting your environment. Redesign it.

EXERCISE

A friction audit

Focus habit I want to keep

Situation

Current path, step by step

Where is the friction?

Ten-minute adjustment

Distraction I want to limit

Situation

Current path, step by step

Where is the friction?

Ten-minute adjustment

EXERCISE

Two environment adjustments for today

Bring what matters closer

Desired behavior

Resource or first step I want to find more easily

Push away what hijacks attention

Recurring distraction

Friction or limit I want to hit before continuing

CHAPTER 6

Your plan didn't fail. It was built for a life you don't have.

EXERCISE

A flexible weekly planner

For each day, write what you want to block on the calendar, when you'll do it, and the smallest alternative if the day changes. Leave at least two days with no assigned function.

Monday

What am I blocking on the calendar?

When?

If the day changes, I'll...

Tuesday

What am I blocking on the calendar?

When?

If the day changes, I'll...

Wednesday

What am I blocking on the calendar?

When?

If the day changes, I'll...

Thursday

What am I blocking on the calendar?

When?

If the day changes, I'll...

Friday

What am I blocking on the calendar?

When?

If the day changes, I'll...

Saturday

What am I blocking on the calendar?

When?

If the day changes, I'll...

Sunday

What am I blocking on the calendar?

When?

If the day changes, I'll...

EXERCISE

Plan A, plan B, and the minimum plan**Priority 1****Priority of the week**

Plan A — favorable week

Plan B — less time or energy

Minimum plan — very hard day

Priority 2**Priority of the week**

Plan A — favorable week

Plan B — less time or energy

Minimum plan — very hard day

Priority 3**Priority of the week**

Plan A — favorable week

Plan B — less time or energy

Minimum plan — very hard day

Margin

If the week changes, I hold...

...and I cut...

CHAPTER 7

Losing your rhythm isn't the problem. What you do next is.

EXERCISE

The review without guilt

What did I intend to secure?

What interrupted the plan?

What was in my control?

What wasn't?

What was the first sign of drift?

Which adjustment would lower the chance of a repeat?

What's the smallest return action?

EXERCISE

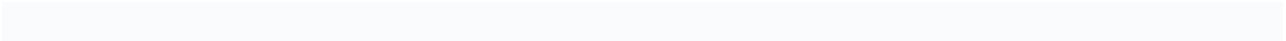
My return protocol

When I notice I've lost the rhythm, I'll name what happened without defining myself by it; then shrink the priority to a minimum action; and, once it's done, prepare the next step.

Name it: what happened?

Shrink it: what's the minimum action?

Begin again: which next step am I leaving prepared?



CHAPTER 8

14 days to test, not to transform.

EXERCISE

Setting up the 14-day cycle**Essential****Main priority**

Observable result

Minimum version

Continuity metric

Optional**Why this matters now**

Distraction to observe

Friction to redesign

EXERCISE

The Day 7 review**How many days had blocked time or a minimum version?**

What was the main source of interruption?

Which time slot or condition helped most?

Which next step became clearer?

Which single adjustment will I test in week two?

EXERCISE

Closing Day 14

What did I manage to finish or hand off?

What was the smallest action that kept continuity going?

What consumed attention without delivering progress?

Which environment adjustment worked?

Which adjustment didn't work?

What should I keep in the next cycle?

What should I stop doing?

What's the next workable priority?

The 14-day log

One page per block of days. A day counts toward the metric when you complete the blocked time **or** the minimum version — you don't have to do both.

Main priority for this cycle

Minimum version

Day 1

Next step and what I did

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 2

Next step and what I did

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 3

Next step and what I did

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 4**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 5**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 6**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 7**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 8**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 9**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 10**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 11**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 12**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 13**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Day 14**Next step and what I did**

What I noticed

Restart prepared

Did it count toward the metric? ☐ blocked time ☐ minimum version ☐ not today

Continuity rate

Days with blocked time or a minimum version ÷ 14.

Total days counted

What does this evidence teach me about the next cycle?

When you finish a cycle

You don't have to fill everything in. If an exercise stayed blank because it didn't fit your week, it still did its job of making you look. What changes the outcome is having written the answer somewhere you can read again.

Keep this workbook once it's filled in. In the next cycle it stops being a form and becomes evidence of what has already worked for you.

This workbook goes with a book

Focus That Fits is the first title in the Norte Collection. It explains where each exercise here comes from: why three priorities and not five, why the next step has to be visible, and what to do when the week takes the plan apart.



Focus That Fits

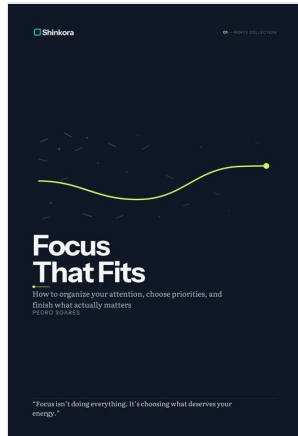
How to organize your attention, choose priorities, and finish what actually matters

PEDRO SOARES · NORTE COLLECTION 01

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The Norte Collection

Each title starts from a specific problem and ends in something you can do this week. Upcoming books and their workbooks are available on the site.



Focus That Fits

Attention, priorities, and what actually matters

YOU ARE READING



Money Without the Dread

Sorting out your money without impossible spreadsheets

COMING SOON



The Courage to Change

Leaving autopilot and building a new phase

COMING SOON



Leadership That Happens

Clear communication, trust, and action in practice

COMING SOON

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Credits and use

The Workbook for *Focus That Fits*

A companion to the book by Pedro Soares.

First edition · 2026 · Published by Shinkora · shinkora.com

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